

BROOKHAVEN NATIONAL LABORATORY Safety & Health Services Division INDUSTRIAL HYGIENE GROUP Standard Operating Procedure	NUMBER IH60800
	REVISION Final Rev0
SUBJECT: <i>Compliance Suite®</i> Industrial Hygiene Data Entry	DATE 06/27/06
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1.0 Purpose & Scope

This document describes the SHSD Industrial Hygiene Group (IHG) procedure for IH monitoring data entry and survey report preparation in the Compliance Suite Database. The goal of this procedure is to provide a standardized protocol for entering monitoring results to the site wide database in a uniform and acceptable manner.

A manual has been developed for entering noise data. This document is filed on the SHSD “shared drive” in the *cs-documents* folder under manuals. The procedures for chemical sample data entry are similar. The manual is meant to be a guide and not a comprehensive ‘how to’ for all contaminants.

The data entry task may be assigned to one or more individuals who act as the data entry person for an organization. However, it remains the responsibility of the line management of the *Sampler* to ensure this task is fulfilled within 10 business days of the receipt of sampling results or the end of the sampling event involving direct reading meters. It is the responsibility of the assigned IH professional to check the data entry for completeness and errors/omissions.

2.0 Responsibilities

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- 2.1 **Program Administration:** This procedure is administered through the SHSD Industrial Hygiene Group.
- 2.2 All BNL employees that provide BNL with IH monitoring, assessments and data entry services are required to follow this procedure.

3.0 Definitions

Industrial Hygiene Professional: A person designated by the Safety and Health Services Division Manager to conduct industrial hygiene monitoring projects and that has met the qualification requirements set by the BNL Unified IH Qualification criteria set in IH50300.

Compliance Suite® data entry: The management of the person conducting the sampling is responsible for entering complete and correct data into the BNL IH exposure monitoring database (i.e. *Compliance Suite*).

Industrial Hygiene Technician (Sampler): The industrial hygiene technician is to be qualified to conduct industrial hygiene personal exposure monitoring under the direction of his/her organization's *IH Professional*. The sampler is responsible for collecting personal exposure monitoring samples in accordance with the guidance of the *IH Professional* and the requirements of all SOP's pertinent to the particular monitoring requirements (i.e. Chain of custody, equipment check in/out, equipment operation, recordkeeping, etc.).

4.0 Prerequisites See qualification in Section 7.

5.0 Precautions

- **Personal Protective Equipment:** The use of personal protective equipment to protect personnel when entering IH monitoring data or surveys is not typically required.
- Observe good ergonomic practices when entering data into a computer. Consult the SHSD Ergonomist if you have any questions or concerns regarding workplace set up or posture during data entry.
- Refer to SHSD-JRA-14 for the risk assessment of office work.

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6.0 Procedure

- 6.1 Obtain/organize documentation of sampling event including but not limited to:
 - Field Data Sheet (integrated sampling, noise or direct reading instrument forms)
 - Analytical Results Data Sheet from the IH Laboratory
 - Printout from a dosimeter or other data logging instrument
 - 5-Day Notification
 - Any other record (eg. copy of note pages) of the sampling event

- 6.2 Open Compliance Suite, enter the *IH* Module, start the *IH* sample page. (Access to Compliance Suite requires a password issued by SHSD IH Group.). [The *BNL Noise Data Entry Manual* can be used for more details on the screen format and data entry technique. Manual is available on the SHSD SOP page.]

- 6.3 Select the type of sample (eg. noise, air, wipe/bulk, or other). For noise samples, enter data and results following the procedures detailed in the noise manual. For chemical or other types of samples, enter sample data in similar fashion.
 - 6.3.1 For all samples, scan the field sheets, analytical reports, and other documents. Save these files and attach to the sample as indicated in the noise manual. The files must be maintained in the *cs-documents* folder or they will not be kept available to Compliance Suite.
 - 6.3.2 Validate all sample data entered for completeness and accuracy.

- 6.4 Select the *IH Survey* page. For noise enter survey information, results, recommendations, and conclusions as detailed in the noise manual. For chemical or other types of samples enter survey information, results, recommendations, and conclusions in similar fashion.
 - 6.4.1 For surveys, attach the field sheets, analytical reports, and other documents. Note: It is not necessary to create new documents. These are the same files saved for the samples. This step just attached the files to this survey.
 - 6.4.2 Validate all survey input for completeness and accuracy

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6.5 Use the [Quick Print](#) icon from the Survey page to print the report. The report is not saved in Compliance Suite but is generated each time the report icon is activated. To save the report, use the [Export](#) icon on the print page.

6.6 Follow [IH60500](#) for recordkeeping, notification and report distribution

7.0 Implementation and Training

Qualification Criteria: Only individuals who have knowledge of this procedure and have been instructed in data entry to Compliance Suite will be qualified. Personnel are to meet the performance measures set forth in *Attachment 9.1 JPM Qualification record*. This qualification is to be completed on a three year cycle.

8.0 References

- 8.1 *BNL Noise Data Entry Manual* (most recent version)
- 8.2 Compliance Suite IH Recordkeeping Users Guide

9.0 Attachments

- 9.1 Job Performance Measure form HP-IHP-60800

10.0 Documentation

Document Development and Revision Control Tracking		
PREPARED BY: <i>(signature and date on file)</i> J. W. Peters Date: 05/25/06	REVIEWED BY: <i>(signature and date on file)</i> R. Selvey Date: 06/25/06	APPROVED BY: <i>(signature and date on file)</i> R. Selvey; IH Manager Date: 06/27/06
ESH Coordinator/ Date: <i>none</i>	Work Coordinator/ Date: <i>None</i>	SHSD Manager / Date <i>None</i>
QA Representative / Date: <i>none</i>	Training Coordinator / Date: <i>None</i>	Filing Code: IH52
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ISM Review - Hazard Categorization <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low/Skill of the craft	Validation: <input type="checkbox"/> Formal Walkthrough <input type="checkbox"/> Desk Top Review <input checked="" type="checkbox"/> SME Review Name / Date: R. Selvey 06/25/06	IMPLEMENTATION: Training Completed: tracked in BTMS Procedure posted on Web: 06/27/06 Hard Copy files updated: 06/27/06
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Revision Log		
Purpose: <input type="checkbox"/> Temporary Change <input type="checkbox"/> Change in Scope <input type="checkbox"/> Periodic review <input type="checkbox"/> Clarify/enhance procedural controls		
Changed resulting from: <input type="checkbox"/> Environmental impacts <input type="checkbox"/> Federal, State and/or Local requirements <input type="checkbox"/> Corrective/preventive actions to non-conformances <input type="checkbox"/> none of the above		
Section/page and Description of change:		
SME Reviewer/Date:	Reviewer/Date:	Reviewer/Date:

HP-IHP-60800

Environmental, Safety, Health & Quality Directorate
SHSD Industrial Hygiene

Industrial Hygiene Monitoring Data Entry to Compliance Suite Job Performance Measure (JPM) Completion Certificate

Candidate's Name	Life Number:
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SHSD Procedure Knowledge

Practical Skill Evaluation: Demonstration of Evaluation Methodology

Criteria	Qualifying Performance Standard	Unsat.	Recov.	Satisf.
1. Database	Demonstrates location of the database, how to open and select the IH Module, and location for scanned documents.			
2. Password protection	Has set up or understands how to have password access set up for entry into Compliance Suite database and the "shared" drive it resides on.			
3. Base Documents	Demonstrates understanding of the various field, laboratory, and dosimeter printouts and other documents to be used for data entry.			
4. Electronic Document Filing	Understands the electronic document storage (location) and attachment procedures.			
5. Sample Data Input Criteria	Demonstrates sufficient knowledge of the general layout, icons, tabs and types of information to be entered.			
6. Survey Data Criteria	Demonstrates sufficient knowledge of the general layout, icons, tabs and types of information to be entered.			
7. Report Printing	Demonstrates understanding of the report print procedures.			
8. Distribution of copies	Demonstrates how to correctly distribute the evaluation to the appropriate ESH professional(s).			

I accept the responsibility for performing this task as demonstrated within this JPM and the corresponding SOP.

Candidate Signature:	Date:
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I certify the candidate has satisfactorily performed each of the above listed steps and is capable of performing the task unsupervised.

Evaluator Signature:	Date:
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